

2016 Governor's Public Service Summer Internship

INSafe Marketing & Communications Intern

JOB DETAILS

Job ID: **600811**
Agency: Labor, Indiana Department of
Location: Indianapolis, IN (Marion Co.)
Hire Salary: \$11.30/hour

JOB DESCRIPTION

The Indiana Department of Labor is currently seeking an INSafe Marketing and Communications Intern as part of the Governor's Public Service Summer Internship Program. The INSafe Marketing & Communications Intern will assist with planning the Department of Labor's (DOL) Indiana Occupational Safety and Health Administration's (IOSHA) 30-year anniversary. This project will include establishing an agenda/itinerary, organizing and helping identify and working with presenters, creating and sending special invitations, and coordinating additional logistics.

The intern will also assist with smaller-scale projects which will serve the agency and division's communications and marketing needs throughout the year. These projects include:

- Developing (writing) social media content
 - Assisting in developing video content
 - Writing articles for the agency's electronic newsletter
 - Drafting content for the agency's annual report, IN Review
 - Creating/updating agency website content
 - Capturing/creating visuals to serve the department's archive and marketing needs (i.e. photos, video, graphics, designs, etc)
 - All other projects as assigned
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PREFERRED EXPERIENCE

Must be currently enrolled as an undergraduate or graduate with an accredited post-secondary institution and have completed at least one (1) year of undergraduate education.

Must have an interest in or education/experience in

- Marketing, Journalism, Public Relations, Communications, or related areas;
 - Creating and managing social media content;
 - Writing articles and/or reports; and
 - Capturing and/or developing video content.
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THE STATE OF INDIANA IS AN EQUAL OPPORTUNITY EMPLOYER.